



Committee called to order on JUNE 14, 2011 by Roly Chaput at 7:15 pm.

Members present: Sarah Burks, Co-chair; Roly Chaput; Heather Leavell, Co-chair; Paul McGaffigan, Treasurer; James McGough, Trustee Emeritus; Aimee Taberner, Co-chair

Members absent: Terry Shaoul, Recording Secretary; Geraldine Tremblay

Advisors and Guests – Jacqueline Bates; Dan Johnson; Brynn Leggett; Carolyn Melbye

Minutes – Aimee Taberner made a motion to approve the minutes of March 8, 2011 with revisions. Roly Chaput seconded the motion, and it was unanimously approved.

Treasurer's Report – Paul McGaffigan reported that the spring appeal has brought in approximately \$2000. He expressed concern about the rate of return on the Museum's Money Market account. He will do some research and present other options at the next board meeting. Roly Chaput made a motion to accept the Treasurer's Report. Sarah Burks seconded the motion, and it was unanimously approved.

Invoices - James McGough said that the Arlington School Department placed a large order for Arlington throw blankets, and that it is necessary to restock the Museum's supply of this item. Roly Chaput made a motion to recommend that the Corporation allocate \$675 for the purchase of 30 throw blankets. Sarah Burks seconded this motion, and it was unanimously approved. Sarah Burks made a motion to recommend that the Corporation reimburse Aimee Taberner \$13.10 for refreshments for the Paul Revere Waterfront Residential Association meeting at the Museum. Heather Leavell seconded the motion, and it was unanimously approved. Sarah Burks made a motion to recommend that the Corporation reimburse James McGough \$37.14 for office supplies, postage and phone calls on behalf of the Museum. Aimee Taberner seconded the motion, and it was unanimously approved. Roly Chaput made a motion to recommend that the Corporation reimburse Geri Tremblay \$54.52 for postage. Aimee Taberner seconded the motion, and it was unanimously approved.

Budget – Heather Leavell presented the Museum's budget for the 2011 fiscal year. After a detailed discussion, Sarah Burks made a motion to approve the budget with amendments. Roly Chaput seconded the motion, and it was unanimously approved.

Correspondence – Sarah Burks reported that the Arlington Center for the Arts has offered the Museum a table, free of charge, during their annual open studios on October 15<sup>th</sup> and 16<sup>th</sup>. This event will be a good opportunity to get spread the word about 150<sup>th</sup> anniversary events. Aimee Taberner said that Ann Pistario, a historian of Boston's North End, sent a packet of materials about Dallin's *Paul Revere*. Heather Leavell said that

this material can be used to create an informational packet on Dallin and the *Revere* that can be sent to organizations that offer group tours of the North End.

**Volunteer Report** – Jim McGough reported that so far 95 more people have visited the Museum this year compared to last year. He has expressed the need for more docents, and a discussion ensued as to how to attract more volunteers. The board agreed to hold an Open House event on Wednesday evening, July 13th to cultivate new volunteers. Heather Leavell made a motion to approve the Volunteer Report. Sarah Burks seconded the motion, and it was unanimously approved.

**Fundraising** – Brynn Leggett presented her strategic fundraising plan for 2011-2013. This plan includes cultivation and fundraising events in order to create and strengthen relationships with high-level donors, provide revenue for 150<sup>th</sup> anniversary programming, and fund a museum staff person. Leggett circulated marketing materials that she designed for the events outlined in her plan. These materials include an invitation to an open house, a postcard thanking visitors for their support, and an invitation to a golf tournament fundraiser. Sarah Burks made a motion to thank Brynn for her work on behalf of the Museum, and to request her continued involvement with the Museum. Roly Chaput seconded the motion, and it was unanimously approved.

**150<sup>th</sup> Anniversary** – Chuck Luca presented a planning document for a juried middle school art contest. The contest will take place in the spring of 2012, and will be open to all middle school students. The committee has identified judges, prizes, and possible grant sources.

**Art on the Green** – Chuck Luca reported that 13 vendors have applied for tables, and that revenue to date is \$420.

**Sign** – Sarah Burks reported on her estimates for a new CEDAM sign. A discussion ensued as to the costs and relative life spans of the different options – wood, plastic, etc. Sarah Burks will gather more information and make a recommendation at the next meeting. Heather Leavell made a motion to approve up to \$2000 for one or two new signs for the front and back of the museum. Aimee Taberner seconded the motion, and it was unanimously approved.

Meeting adjourned at 10:00 pm.

Submitted by Heather Leavell, Co-chair